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Cheryl L. Vines
Executive Director

July 11, 2008

To: ASCC Staff

From: Cheryl L. Vines 
Executive Director

RE: Executive Director's Directive 1-2009
Emergency Client Services Purchasing Guidelines

Due to the significant shortfall in funding for fiscal year 2009, it is necessary for our agency to take some emergency actions to assure that we are able to optimize general and reserve funds during this fiscal year. If at any time during the year we receive adequate additional funding, we will remove these limitations.

Effective July 15, 2008 and until further notice, the following guidelines will be in place. **These guidelines will supersede ASCC purchasing guidelines until further notice.**

General Fund Purchase Requests:

All requests for general fund purchases must have **prior approval by the Client Services Administrator** before the Case Manager sends out bids or authorizes services.

When a Case Manager becomes aware of a client's need for an item requiring bids, a memo must be submitted to the Client Services Administrator for prior approval.

The prior approval request memo must include the following:

1. **Client Status:** name, age, injury level, cause of injury, date of injury/disability, living situation
2. **Financial Status:** ASCC financial eligibility, availability of other benefits/resources, (i.e., insurance Medicaid, Medicare, Alternative Waiver, ARS, client contribution) and describe your attempts to secure alternate payment.
3. **Reason for purchase request:** Provide a **detailed justification** of need for purchase (i.e., first wheelchair, change in client's medical

- condition warrant change, accessibility of home). If applicable, provide written estimates of cost of repairs vs. cost of purchase.
4. **Approximate amount of purchase:** The Case Manager will provide a realistic cost estimate. Case Manager may look back through other clients' records to determine cost of similar purchases, may request actual cost estimates from vendor (i.e. for repairs), may take retail cost less an average discount of 25% of new wheelchair purchases or utilize other available resources to determine cost.
 5. **Medical justification;** provide wheelchair evaluation, physical therapist report, physicians detailed prescription or progress note or other pertinent documentation or narrative. A prescription must be submitted with memo (except for ramps).

Within 5 days of receipt, Client Services Administrator will review the request, determine approval status and send the Case Manager a memo indicating approval, denial or request for additional information. If the request is approved, the Case Manager may proceed with the bid procedures. A copy of the approval memo should accompany the purchase request with bids.

Limitations on All Purchases:

After careful consideration and input from Case Managers, **the following items will NOT be purchased/authorized until further notice:**

1. Braces (AFO, KAFO)
2. Short Term Attendant Care
3. Home Modifications
4. Second wheelchairs
5. Code 99, Other Goods and Services items such as: window air conditioners, generators, exercise equipment, environmental systems, fans, etc

Fund Conservation/Other Resource Utilization:

1. Every effort should be made to determine that any request for purchase represents a bona fide need.
2. All other resources (Medicaid, Medicare, Alternative Waiver, etc.) will be utilized to obtain equipment, home modifications or other purchases. If an alternate resource is available, it should be utilized before ASCC funds are considered, even when to do so may result in a delay of services or require additional documentation or action on the part of the client or the Case Manager.
3. All wheelchairs will be assessed for the feasibility of repairs prior to request for purchase of a replacement wheelchair. Case Managers should determine whether repairs made would continue to make the wheelchair serviceable for up to one additional year and whether cost of repairs would be **less than 50%** of the cost of replacement.

4. Roho and Jay Cushions will be evaluated for the feasibility of repair instead of replacement. No cushions are to be replaced if the cushion can be repaired or if the gel fluid pad for the Jay cushion can be replaced.
5. Consumable equipment may be used instead of new equipment, with the client's notification and agreement and if the consumable equipment meets the prescription (if applicable), has been cleaned thoroughly and is in good to excellent condition. Used bathroom equipment should not be consumed out (though donated, unused equipment may be consumed)

Should you have any questions about these procedures, please contact Patti Rogers, Client Services Administrator. As with all ASCC procedures, clients may appeal any decision, following the agency appeal procedures.